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OPC BULLETIN

No. 109

21 September 1951

PART I

Liaison with Department of State

Reference: OPC Regulation

25X1A

1. OPC representatives are requested to obtain clearance from the office of Mr. Robert P. Joyce, Policy Planning Staff, Department of State, before contacting officials of the geographical area desks of the Department.

2. Reference regulation, establishing procedures for liaison with the Department of State, will be revised in accordance with the above instructions.

PART II

Coordination of Correspondence

Reference: OPC Regulation pages 7, 9, 10, 12, 18, 21, 22 25X1A

Provisions of the referenced regulation, which require that coordination of correspondence be indicated and initialed on the green (Registry) copy, are not being complied with in many cases. Attention is again directed to reference regulation and the necessity for strict adherence to the procedure outlined therein. Coordination indicated on Routing and Record Sheets is not sufficient, since these sheets do not constitute a permanent record.

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